TCO 341
Peer Review of Feasibility Report

1. **Heading**: The heading should provide enough information for readers to understand the organizational roles and relationships of the writer and the audiences. It should also define the topic (and purpose) of the report. Does it? Is the header information complete (including date, initials)?

2. **Purpose**: The opening paragraph(s) should identify the specific problem of organizational concern (Fact A/B) and consequent technical investigation that the report addresses or responds to (writer's role). It should explicitly state the writer's reason for writing (i.e., communication purpose). Does it? How could the writer improve it?

3. **Summary of Conclusions and Recommendations**: The next paragraph(s) should summarize the writer's recommendation(s) and how this recommendation was reached (that is, conclusions of the technical investigation). It should forecast the important information that follows, such as options and criteria. Does it? How could the writer improve it?

4. **Particular Information**: The following paragraphs should provide enough details of the technical investigation (including minimum expectations, evaluative criteria, and details about how the alternatives meet them) to substantiate and explain the summary information. Do they? How could the writer improve it?

5. **Completeness:** What aspects of the topic are not covered as I might expect them to be? Which are covered very well, meeting all my expectations? Which could be improved?

6. **Tone and Voice:** How do I react to the way report writer relates to me and to the subject as expressed in the report?

7. **Technical Expertise:** How does the writer establish his or her credibility? What evidence can I point to?

8. **Grammar and Style:** What errors in grammar or organization (from your perspective) does the writer need to correct?

9. **Effectiveness:** What is the single best thing about this report?

10. Audience

How effective is this report in addressing the information needs of specialized readers?

1	2	3	4	5
Unsatisfactory	Weak	Satisfactory	Good	Excellent

How effective is this report in addressing the information needs of general readers?

1	2	3	4	5
Unsatisfactory	Weak	Satisfactory	Good	Excellent

Does the audience analysis chart contain at least four specific audience members?

Does the audience analysis chart contain enough information about each audience member for you to understand how each one is likely to respond to the report? Will they be convinced and supportive of the recommendations?